

NEED BASED FUND DISBURSEMENT ACTION STEPS FOR INSTITUTIONS

- CHE will submit a memo by April 1 notifying institutions of a projected allocation amount to allow for institutions to begin student award packages.
- CHE will submit a memo to institutions by July 31st and November 30th with the final allocation amounts and a request of an IDT/Invoice.
- Submit an invoice/IDT to the Commission on Higher Education's Internal Operations Division (contact person: Jeff Richards (803) 737-2263) by August 15th and December 15th.
- The Commission on Higher Education will process the payment.
- Submit scholarship disbursement data to the Commission on Higher Education's MIS Division (contact person: Stephanie Reynolds (803) 737-2152) by October 31st and March 31st and a final disbursement by June 15th.
- Remit refund to the Commission on Higher Education for any over allocation of funds for the year by June 15th.